

**2010 SBA AWARDS PROGRAM  
EXPORTER OF THE YEAR CHAMPION AWARD  
2010 CRITERIA & CHECKLIST**



All information on this form must be provided and the requested attachments submitted.  
Failure to furnish the requested information may disqualify the candidate.

SBA will make the award to eligible small businesses on the district level, the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam), the regional level and the national level. The National winners will be selected from the Regional winners.

**Who is eligible to be nominated for this award?**

To be nominated and receive this award, the small business nominee must be an individual who owns and operates a small business engaged in exporting.

**What are the evaluation/selection criteria for this award?**

**Small Business Exporter**

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

**Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations. Individuals may not be nominated for more than one award category.

**Where are the nominations to be sent?**

Nominations must be submitted to the U.S. Small Business Administration, Portland District Office, 601SW Second Avenue, Suite 950, Portland, OR 97204 ATTN: Sylvia/SBW 2010

**What is the deadline for nominations?**

All nomination packages must be postmarked or hand delivered to the SBA Portland District office **no later than Monday, November 16th, 2009.**

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. **The above evaluation/selection criteria must be specifically addressed.** A complete nomination package will also include, in the following order:

- ☐ 1. A single cover page with —
  - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
  - the award for which the nomination is being made;
  - the nominator's name, title, place of business, business address and telephone number and e-mail address; and
  - a one-paragraph description of the nominee's business and/or professional occupation.
- ☐ 2. A completed background form, SBA Form 3300, Award Nomination Form. For "team" nominations, a background form is required for each team member.

- ☐ 3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
- ☐ 4. Four to five additional photos of the nominee's company and employees at work.
- ☐ 5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- ☐ 6. A brief biography of the nominee, not exceeding one page.
- ☐ 7. A business profile, not exceeding one page.
- ☐ 8. The nominee's financial statement - including balance sheets, profit-and-loss statements and financial reports - not exceeding 12 pages, on 8 1/2 " x 11" paper for the last three years.
- ☐ 9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
- ☐ 10. A completed SBA Form 2137 Award Nomination Consent Form.
- ☐ 11. Specific numbered responses to the Evaluation/Selection Criteria above (1-6).
- ☐ 12. For **Small Business Exporter of the Year**, the nomination package must include a description of the products exported and markets served.

**What are the selection procedures for these awards?**

Small Business Champion Award winners will be selected at the district (in multi-district states), state and national levels. Winners at each level are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Small Business Awardees will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.